



# Pre-quiz: Test Your Knowledge

- 1. OSHA has developed:**
- a. An in-depth JHA regulation
  - b. Guidelines for JHA
  - c. Nothing related to JHA

- 2. JHA helps to reduce workplace absences. True or False?**

- 3. The first step in JHA is to:**
- a. Break down the process
  - b. Identify the hazards
  - c. Determine safe procedures



# Regulatory Guidance

- **No specific JHA standard**
- **OSHA provides JHA guidelines**
- **OSHA inspectors may review hazard assessment program**
- **JHAs are also called Job Safety Analysis (JSA) or Activity Hazard Analysis (AHA)**





# What is a JHA?



- **Method of identifying hazards**
- **Means of breaking the process down into steps**
- **System for easily understanding hazards**



# Why Perform JHAs?

- **Identify existing hazards**
- **Identify potential hazards**
- **Prioritize corrective actions**
- **Reduce or eliminate**







# What Are the Benefits of JHAs?

- **Improves safety performance**
- **Reduces absences**
- **Increases productivity**
- **Improves morale**
- **Assists in**





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# How Are Processes Selected for JHAs?

- **High mishap, injury, or illness rates**
- **Frequent near misses**
- **Procedures, processes, or equipment changes**
- **All other processes**







# Who Is Involved the JHA Process?

- **Safety personnel**
- **Department managers and supervisors**
- **Employees who perform the process**
- **Design engineers**
- **Maintenance personnel**





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# How Are Hazards Identified?

- **General inspections**
- **Special inspections**
- **Walk-around inspections**
- **Safety Investigations**







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# What Are OSHA

Inspection Guidelines



- List departments and operations involved
- List operational activities
- Assign inspection dates and duties
- Determine sequence of activities and route
- Identify follow-up responsibilities



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# What's the Function of Area Hazard Checklists?

- Equipment**
- Procedures**
- Personnel**





# Which Elements of a Process Are Analyzed?

- Preparation**
- Start-up**
- Operation**
- Shutdown**
- Maintenance**







JHA Explained:  
**True** or **False**?

- JHAs look at the workplace as a whole.
- We perform JHAs because OSHA's JHA standards require it.
- Routine safety inspections provide valuable information for JHAs.
- Only safety personnel are involved in the JHA process.



# JHA Explained

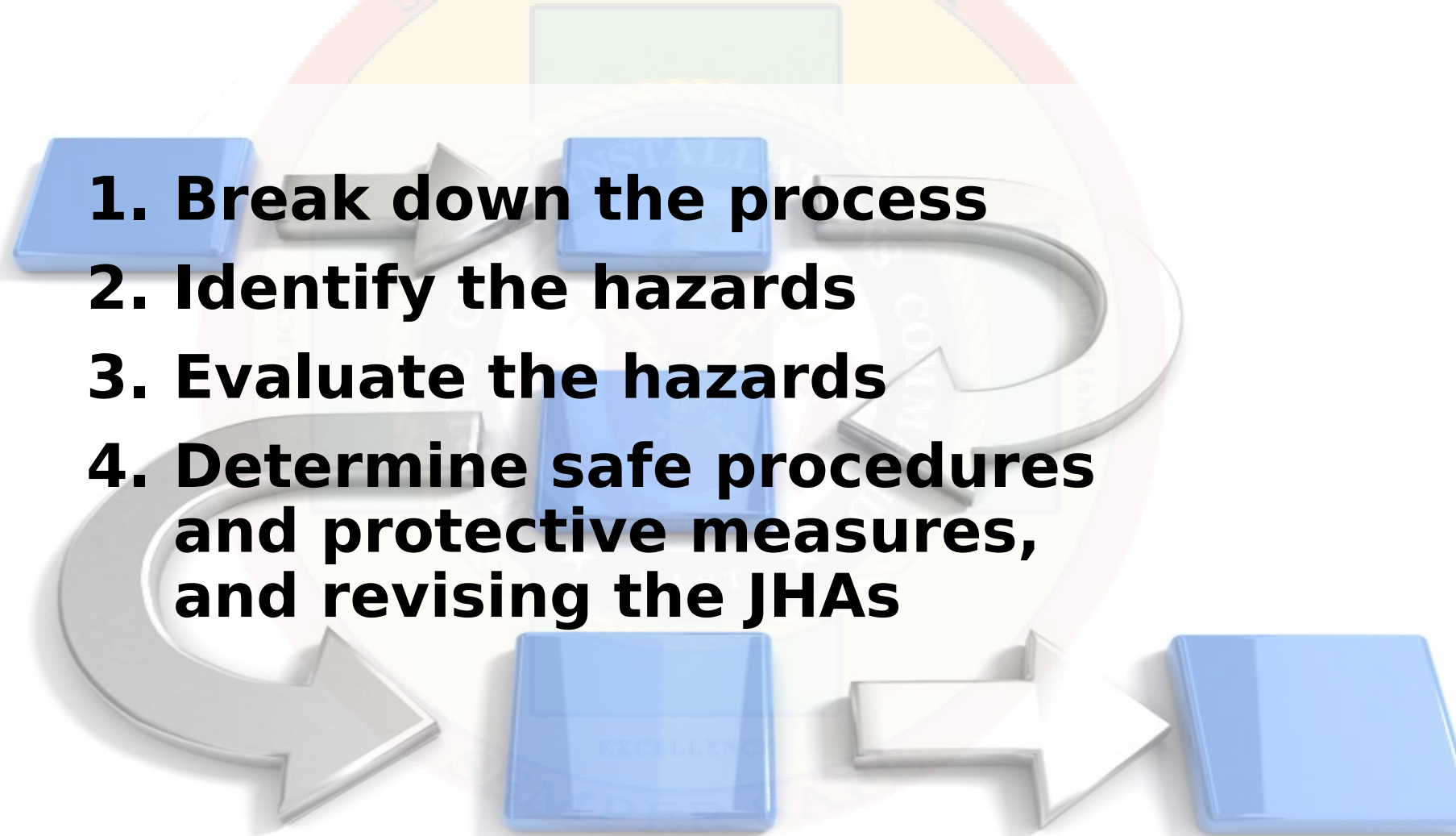
- **Do you understand:**

- What the term "JHA" means?
- Purpose of JHAs?
- Benefits of conducting JHAs?
- How processes are selected and who participates in JHAs?
- Inspections to identify hazards?





# Steps in the JHA Process

- 
- 1. Break down the process**
  - 2. Identify the hazards**
  - 3. Evaluate the hazards**
  - 4. Determine safe procedures and protective measures, and revising the JHAs**





# Break Down the Process **STEP 1**

- **List each task in order of occurrence**
- **Describe each action**
- **Consider the conditions**
- **Think about safety issues**





# Identify the Hazards

## STEP 2

- Impact
- Penetration
- Being caught between pinch points
- Harmful airborne contaminants (Respiratory Hazards)
- Repetitive motions and awkward postures (Ergonomics)
- Noise





# Identify the Hazards MCEAST-MCB CAMLEJ (cont.)

## STEP 2

- **Heat/cold (Exposure)**
- **Compression**
- **Optical radiation**
- **Chemical exposures**
- **Ionizing radiation**
- **Slippery surfaces**







# Evaluate the Hazards

## STEP 3

- Is this a safety or health hazard?
- Could the hazard cause an injury or illness?
- How serious is the risk?
- Is this hazard always present?





# Evaluate the Hazards (cont.)

## STEP 3

- Are engineering and administrative controls effective?
- Is the correct PPE being utilized?
- Is safety training creating sufficient awareness?
- Are protective measures adequate?





# **Determine Safe Procedures and Protections**

## **STEP 4**

- **Perform the process differently**
- **Reconfigure work area/ workstations**
- **Substitute less hazardous materials and chemicals**
- **Change from manual to mechanical**
- **Insulating or cleaning**





# **Determine Safe Procedures and Protections (cont.)**

## **STEP 4**

- Add, improve, change safety training
- Change tools or equipment
- Change or add PPE
- Perform certain tasks less often





# Revise the JHA:

## STEP 4

- When a mishap, injury, or work-related illness occurs
- After a near miss
- When the process changes
- Following an employee's safety complaint
- When equipment is damaged
- For scheduled review





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# **Control Method**

- **Engineering Controls**
- **Administrative Controls**
- **Personal Protective Equipment (PPE)**







# JHA Steps

- Do you understand:
  - How to break down a process for a JHA?
  - How to identify hazards?
  - How to evaluate hazards?
  - How to determine safe procedures and protections?
  - When a JHA should be revised?





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# KEY POINTS To Remember!

- ☒ JHAs are an essential part of any effective safety program
- ☒ You should be familiar with JHAs
- ☒ Your participation in the JHA process is very important